



City of Austin - JOB DESCRIPTION



Aquatic Program Manager

FLSA:	Standard/Exempt	EEO Category:	(50) Para-Prof
Class Code:	10616	Salary Grade:	EF2
Approved:		Last Revised:	April 27, 2011

Purpose:

Under general direction develops, implements, and monitors one or multiple aquatic programs and facilities within the Parks and Recreation Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops, implements, and monitors guidelines, policies, and procedures related to City-wide aquatics programs and facilities.
2. Performs assessments of aquatic programs and facilities and develops and implements long-term solutions to meet future plans, goals, and requirements.
3. Assists the Director in the development, implementation, and monitoring of program(s) and facilities operating budgets.
4. Monitors and oversees proper maintenance of aquatic facilities and equipment.
5. Develops, revises, and implements standard operating practices, policies, and procedures within assigned programs and facilities. Ensures programs and facilities are in compliance with all City practices, policies, and procedures.
6. Represents the department at City Council meetings, citizens groups, boards and commissions.
7. Provides support to other City departments and agencies as needed.
8. Investigates and resolves Citizen inquiries and complaints.
9. Reviews, analyzes, and prepares both written and oral reports.
10. Other duties as assigned by the Director.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in evaluating bids and making recommendations.

Skill in preparing and analyzing budgets, reports, and studies.

Ability in maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Recreation, Physical Education, Parks Administration or a field related to the job, plus four (4) years of experience related to the job, one (1) of which must have been in a supervisory capacity.

Experience may substitute for education up to a maximum of four (4) years.

Licenses and Certifications Required:

Life guarding and First Aid (Basic level)

Cardiopulmonary Resuscitation (CPR)

Automated External Defibrillator (AED)

Water Safety Instructor

Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO)

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.